



## MCDA March Board Meeting Minutes

**Date:** Saturday March 6, 2010

**Location:** Diana Bailey's house

**Present** - Janet Wall, Diane Bailey, Amanda Baker, Veronica Boreland, Marilyn Maze and Paula Brand.

Meeting was called to Order by President Amanda Baker at 10:25am.

**Adoption of the minutes** - Janet Wall made a motion to remove an inaccurate paragraph from the January minutes. Another motion was made to approve the minutes without said paragraph. The minutes were adopted approved as amended.

**Announcements** - Praise was given to Amanda and the Board for a great conference and thanks was given to Diana Bailey for hosting today's meeting.

### **OLD BUSINESS –**

#### *Events -*

Initial viewings of the evaluations from Laura Labovich's webinar were positive. There were about 7-10 attendees and it was recorded. About half of the attendees submitted evaluations. Upon actually viewing the recording, the viewing screen appears very small on Memberclicks. Marilyn explained that to improve the viewing, one would need to download GoToMeeting software one time. Janet stated that pbWorks allowed easy viewing of the slides.

For Susan Gordon's LinkedIn workshop, only one hour was recorded.

GoToMeeting webinars seem to be going well overall. MCDA should continue to do more of these in the future. We can handle 16 people each webinar (one presenter, one organizer and 14 attendees).

Janet Wall stated that it's very easy to create a video of content using Go To Meeting and we should look at creating more educational videos for CEUs/contact hours. She noted that most people utilizing our online courses are out of state (including TX, MA, VA, SC). We are currently charging about \$20 per contact hour.

There was a discussion of pricing for GoToMeeting webinars. It was proposed to charge \$45 for a live webinar and \$20 for a recording. The price is higher for the live version is because one gets the added

benefits of asking questions. \$45 was charged for Laura Labovich's webinar. Other prices were also discussed, such as: \$30 for a live viewing by an MCDA member and \$20 for MCDA members recorded and possibly another price for non-members to watch/participate in a live version. In the future, we should set a baseline price for all webinars so we don't have to discuss it each time we hold an event. However, if future webinar presenters want to charge for their services, the price will be raised to ensure MCDA does not have a loss. \$420 is possible to bring in each webinar if it is filled to capacity. The discussion was tabled for now and no final decision was made.

Amanda stated the MBTI event was cancelled. There were only 15 people paid and only 19 people were registered, including the speaker. A decision needed to be made by February 26, before incurring a cancellation fee so Amanda made that call. She was disappointed to have to do so but thought it was the best decision for MCDA. Also, she had looked into costs for an interpreter, as there had been a request. She found that 2 people were needed for 8 hours each plus mileage and expenses. Fees ranged from \$60-150 per hour. It is not required by law to accommodate because of the size of our organization, our status as a non-profit, and the fact that we do not receive any federal funding.

Wednesday, April 21, 2010 is EACE is holding an event. We have no financial responsibility except advertising. It will be held at Morton's Steak House at the Inner Harbor. It's come as you are and pay as you are starting at 5:30pm. Janet offered to make some type of advertising for the event if Amanda provided the content.

## **REPORTS –**

*Treasurer's Report* – The information was only up to date as of December 2009 (as we only get quarterly reports from the accountant, Joanne Ormrod). The major item to report was that the book brunch took in \$851. There was approximately \$708 in expenses, so a profit of \$143 was made. We will get the next report in April (as the account has 30 days after the quarter ends to get the statement to us).

Marilyn Maze stated that she represented MCDA at the MACD meeting and put forth a motion that "all Treasurers and all Divisions receive a FULL report" and it was passed.

Sue Gordon's webinar was reported as a singular event. Marilyn Maze gave out copies of financial information. Diana Bailey started mailing information to accountant but is also keeping copies of the CEU information as back up. We can get a copy of back records for a nominal fee (we think \$5 each).

*Membership report* - Membership chair was not in attendance. Marilyn stated that we have approximately 145 members and MACD has about half of that.

*Website update* – Memberclicks has raised our fees. The fee used to be \$120.75/month, now it's \$128. This fee is split between us and MACD.

Marilyn stated she will be out of the country from April 8 – 25<sup>th</sup> so the accountant will need to do any necessary refunds while she is away.

*Newsletter update* – Janet Wall shared a draft of the next issue. She has found a volunteer to help her proofread the document. She still needs the President’s message and then it can go out.

*January Conference* – Amanda thanked everyone for all of their help in making it a success. She signed the last outstanding invoices. The event was a success and it had positive income. There were some minor glitches due to weather and some speakers didn’t show (one was a speaker from the Governor’s Office of the Deaf and Hard of Hearing). Having many speakers helped us adapt. The caterer did not provide any water or enough paper products. They took off the cost of the cake for the inconvenience. The facility changed some rules at the last minute. The food station was closed in the afternoon. We were told we could not bring in food for breakfast but another group did the same day as our event. We were made to conform to a ticket system at the last minute. In the end, we paid for 54 breakfasts. There were some miscommunications with the facilities people and as a result, we were not able to complete our board meeting after the event, as we had to leave the facility by 5:00pm.

There was discussion of suggestions for next year based on this year’s experience. These were: bring extra napkins, buy bottled water and have rooms closer together. The geographic location was hard for some. January is hard for some colleges. Veronica explained that at AACC, no one is allowed to take a day out of the office in January due to registration periods. A calendar of other potentially competing events (ACA, MACCA, etc.) should be consulted before selecting a final date. It was asked if there was a master calendar anywhere for our profession. Amanda shared a calendar with other competing (Nat’l. and local) events that she created, but there may have been some events missing. It was noted that at the last meeting, we discussed still holding the conference in January, but one week later than we have in the past. Next year we should hold our Annual meeting during lunchtime. There was discussion of possibility of coinciding the change of leadership with the conference. It was noted that that could present some issues (the planning involved in setting up the voting beforehand and the fiscal year)

A potential topic could be BLS, which Janet Wall has been working on for many months. Marilyn offered to do a session on LMI. Some potential sites mentioned were Shady Grove and Thomas Farm. Paula Brand shared some information she had offered to get at the last meeting. She had asked Shahrazd Arasteh about using St. Johns but it didn’t seem like a good fit to Michelle for size of facility. Shahrazd had mentioned the Sheraton Barcelo near the Annapolis Mall and Paula stated they had given good pricing in the past to the Anne Arundel SHRM group. Amanda liked the idea of a hotel so she could stay overnight if it was far away. As an alternative, Lowe’s Annapolis was also suggested but parking would be an issue downtown. Amanda reiterated that the President should have the most say in where the event is held since they are the most involved in the planning.

## **NEW BUSINESS –**

Amanda Baker announced she will not be planning anymore events during her Presidency.

We need to 1) reschedule MBTI 2) decide on a fall event 3) keep people connected with webinars, be thinking about other webinars and future events 4) Decide on a spring event/summer event once other

competing events have been considered. Marilyn said in the past, no MCDA events have been held in July or August. Some other competing events are: EACE is June 16-18, MACD conference is April 30 – May 1, 2010 and NACE conference is June 1-5, 2010.

Marilyn said not to try to create new forms but to use existing templates only when using Memberclicks handling the registration for an event.

We need to devise a way to get more people on committees so we have a leadership pipeline. We need some back up volunteers.

Pam plans to call Amanda Baker in the morning. Amanda has started asking people about future Board positions and encouraging them to run for office. Amanda Baker will take Anne Scholl-Fiedler off of the Board list as she has not been attending meetings. Apparently, Barbara Suddarth mentioned interest in future leadership roles.

Paula Brand suggested that Ebony Scurry seemed energetic and eager to get more involved. Janet Wall said she might not have the time as she has just gone full-time with her own business. Amanda has also been talking to Courtney Resnick about getting more involved.

Janet Wall made a motion to adjourn and it was seconded. At 11:30am the meeting was adjourned.

**Next working meeting:** Sunday, April 18, 11am-1pm at Diana home

**Next board meeting:** May 2, 2-4pm at Diana's home